

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: July 21, 2016 LEAVE ACCOUNTING LETTER #16-010

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Debra Spellman, Chief
Personnel and Payroll Services Division (PPSD)

RE: NEW ONLINE MESSAGE FOR HIGH EARNED AMOUNTS

In response to the California State Auditor's (CSA) report of August 2014, the State Controller's Office has enhanced the B50 – Leave Benefit Transaction Entry Screen on the CLAS, to prevent the posting of high amounts to all Earned benefits. Effective July 25, 2016, the B50 screen will display an online message if a user keys a credit transaction to an Earned benefit in excess of the following limits:

Compensating Time Off	80 Hours
Excess Hours (EH and EX)	8 Hours
Holiday Credit (HC and HT*)	30 Hours
All Other Earned Benefits	100 Hours

*NOTE: HT is used by CSU only.

If a user keys a credit transaction (i.e., Begin Balance, Earn, Credit Adjust, Transfer From) on the B50 screen for an amount higher than the limits listed above, the CLAS will not automatically post the transaction, but instead will generate the following message:

“HIGH AMOUNT OF EARNED HOURS, PRESS ENTER TO CONFIRM”

When this message appears, the user should verify the amount. If the transaction is for a valid amount, press the Enter key to post the transaction. However, if the amount is incorrect, press the PF4 – Refresh key to clear the amount and the message; then rekey the transaction for the correct amount.

Detailed instructions will be added to the CLAS web site in the near future. If you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:JMH:CLAS